

ROUTING AND TRANSMITTAL SLIP

Date

24 May 89

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials Date

1. *ISA (has seen)*
- 2.
3. *ISA Registry*
- 4.
- 5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

DO NOT use this form as a **RECORD** of approvals, concurrences, disposals,
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

5041-102

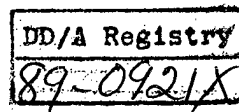
OPTIONAL FORM 41 (Rev. 7-76)

*Run
file*

Procurement Integrity

° Statutory Requirements

- Identify all personnel who are personally and substantially involved in a procurement
- Procurement Process begins prior to the actual issuance of the procurement requirement (RFP).
- All personnel personally and substantially involved may include contractors and consultants who are assisting the Government in a specific procurement requirement.
- Government personnel may not seek employment or other business opportunities from a contractor who is likely to be issued a solicitation for a specific procurement. Once in the process, the Government officer cannot withdraw from the statutory prohibition until after award.
- Contracting Officer must certify that he has no knowledge of any violations of the law prior to awarding a contract.
- Contractor designated for award must certify that none of its personnel has violated the law.
- Law permits additional certifications.
- All procurement officials must receive integrity training.

° Policy

- Program/project officer will certify and provide listing of all personnel personally and substantially involved in the procurement.
- A training program along the lines of the Mandatory Regulations review will be established.
- A training certification will be placed in the individual's Personnel File.
- Prior to resignation/retirement the procurement official will certify that he understands his responsibilities under the law.

° Actions

- Headquarters Notices coordinated with OD&E.
- Procurement Note prepared for issuance to the Contracting Officers.
- Process coordinated with OD&E.
- Training Workshop for Contracting Officers will be given on 15 May 1989.
- Training Certification Program will be coordinated with the Offices of Personnel, Training and Education and General Counsel.

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